

COMPUTER-BASED UNIFORM CPA EXAMINATION APPLICATION INSTRUCTIONS

- A. All applicants who have previously sat for the computer-based Uniform CPA Examination must complete this re-exam application to reapply to sit for the computer-based Uniform CPA Examination. Re-applying for an Exam section before receiving your score notice for that same Exam section will result in the forfeiture of all administrative fees upon notification of a passing score.
- B. Complete the attached application in blue or black ink only. Please type or legibly print all responses. All questions must be answered for the application to be considered complete. Incomplete applications will not be considered and will be returned to the applicant.
- C. When completing Question 2, your name must **exactly** match the name on the photo id you will use for admittance to the Prometric Testing Center. If your name has changed (marriage, divorce, etc.) since you completed the initial application for the computer-based Uniform CPA Examination, please provide a photocopy of the official document which authorizes the name change.
- D. The Board's preferred method of contacting applicants is e-mail (Question 5). If you do not have an e-mail address, you must provide the Board with at least one other form of contact, such as a mailing address or fax number.
- E. Applicants for the computer-based Uniform CPA Examination are not required to sit for all four sections in one sitting nor are applicants required to sit for all unpassed sections in one sitting; you may chose to sit for one, two, three, or four sections (Question 6). When your application to sit for the computer-based Uniform CPA Examination is approved, you will receive a Notice to Schedule (NTS) from the Board. The NTS is valid for six months from the date of issue and you must schedule and sit for the exam section(s) you indicated on your application. Please note that exam fees are **non-refundable** and may not be used towards a future application to sit for the computer-based Uniform CPA Examination.
- F. All attachments in the Pertinent Data section (Question 7) must accompany the application when it is submitted to the Board. Applications that do not include the necessary attachments when submitted will be deemed incomplete and will be returned to the applicant.
- G. All applicants, regardless of the number of exam sections for which they are sitting, must pay an administrative fee of \$75.00. Other fees for the computer-based Uniform CPA Examination are as follows:

Administrative Fee	\$75.00	\$75.00
Auditing & Attestation (AUDIT)	\$187.00	
Financial Accounting & Reporting (FAR)	\$175.44	
Regulation (REG)	\$152.33	
Business Environments & Concepts (BEC)	\$140.78	
TOTAL FEES TO BE SUBMITTED WITH APPLICATION		

Make checks payable to: State Board of CPA Examiners. Fees may be paid by VISA or MasterCard (use enclosed authorization slip). If a check or credit card does not clear the issuing financial institution, the application will be deemed incomplete and will be returned to the applicant. A \$25.00 processing fee will be charged for any check which does not clear the issuing financial institution.

- H. If you have a disability or handicap and wish to request special accommodations, you must contact the Board to obtain the proper forms to be submitted with your application.
- I. All inquiries regarding your application should be sent by e-mail to phyllise@nccpaboard.gov.
- J. Mail your completed application to: Exam Application, NC State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605-2827.

APPLICATION CHECKLIST

Please review your application and any attachments for completeness before submitting your application to the Board.

- Did you complete the application using blue or black ink?
- Did you answer all questions?
- Did you enclose the correct fees?
- Did you make your check payable to the State Board of CPA Examiners?
- Did you sign and date the application?

RE-EXAM APPLICATION FOR COMPUTER-BASED UNIFORM CPA EXAMINATION

Three empty number lines for data collection. Each line has 11 tick marks and is labeled 'First', 'Middle', and 'Last' respectively.

For Board Use: ADM BEC AUDIT REG FAR DATA KEY DEP. FILE

NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS

VISA _____ **MASTERCARD** _____ **AMOUNT** \$ _____

ACCOUNT NUMBER _____ **EXP. DATE** _____

NAME AS IT APPEARS ON CARD _____

SIGNATURE _____ **DATE** _____

CREDIT CARD CANNOT BE PROCESSED UNLESS ALL FIELDS ABOVE ARE COMPLETE.

PURSUANT TO NCGS 93-12(7), IN NO CASE SHALL THE EXAMINATION FEE BE REFUNDED, UNLESS IN THE DISCRETION OF THE BOARD, THE APPLICANT SHALL BE DEEMED INELIGIBLE FOR EXAMINATION.

FOR BOARD USE _____ **AUTHORIZATION NUMBER** _____